

# Lactation Accommodations

## Department Policy Training



# It's The Law



- CA State Labor Code §1030
- Federal Lactation Accommodation Law FLSA §7(r)

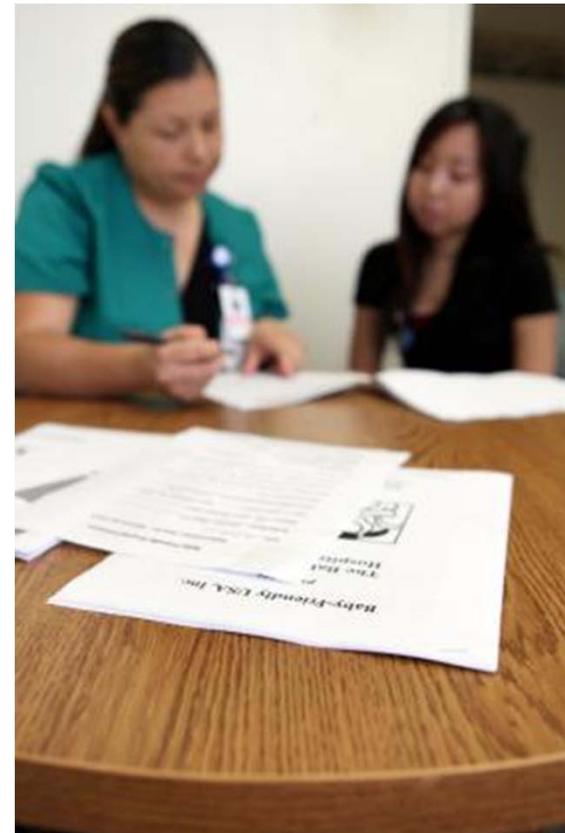


# County of Los Angeles

- Countywide Employee Worksite Lactation Accommodation Policy
  - PPG 705
    - [http://hr.lacounty.gov/wps/portal/dhr/employee\\_benefits](http://hr.lacounty.gov/wps/portal/dhr/employee_benefits)
  - Departments implement Policy
  - Support from DHR, Employee Benefits, Lactation Accommodation Program



# HR Matters



# Employed Mothers Need....

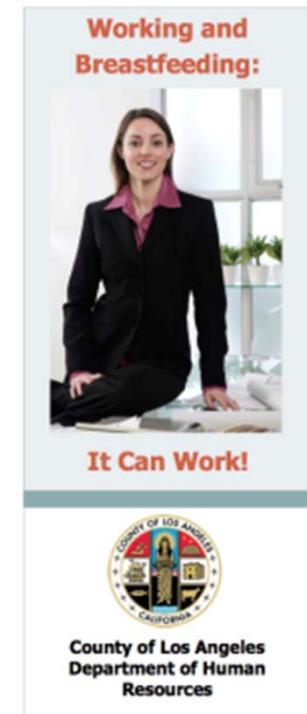
- Time
  - Remove milk
  - Store milk
  - Clean up
- Space
  - Private
  - Clean
  - Close proximity
  - Not a bathroom/toilet stall
- Pump



# Resources

## Internet Based Tool Kit

- [http://hr.lacounty.gov/wps/portal/dhr/employee\\_benefits](http://hr.lacounty.gov/wps/portal/dhr/employee_benefits)
  - Brochure
  - FAQs
  - Lactation Rooms and Coordinators
  - Manual
  - Policy (PPG 705)
  - Poster
  - Resources/Helpful Links
  - Training Presentation



# Policy: Break Time

- Reasonable Break Time
  - Can use existing breaks
  - Additional unpaid breaks
  - Can use accrued paid time
  - Can adjust work schedule



# Policy: Private Location



Room with:

- Electrical outlet
- Comfortable seating
- Can lock, if possible
- Private
- Not bathroom/toilet stall
- Close proximity



# Policy: Dedicated Space



- Shows commitment
- Reduces conflicts

A list of designated space is available through:

DHR, Employee Benefits,  
Lactation Accommodation Program

*Best practice suggestion, not mandated by law*



# Policy: Temporary Space



- Private office
- Supervisor's office
- Conference room/secured
- Women's lounges \*
- Cot rooms
- Wellness rooms
- Closet or storage \*\*



# Alternate Space Ideas



US Pentagon

## Multi-User Rooms

- Accommodates many
- Co-worker support
- Increased milk supply



# Space: Helpful Tips



- ▶ Near sink
- ▶ Refrigerator
- ▶ Multi-user pumps
- ▶ Message board

*Best practice suggestions, not mandated by law*



# Policy: Non-Traditional

## Field and Traveling Staff

- ▶ Good faith, interactive process
- ▶ Identify reasonable accommodations



# Policy: Non-Traditional

Some Reasonable Accommodations are:

- ▶ Limited Light Duty
- ▶ Reassignment
- ▶ Modified work schedules



# Policy: Notification

## Provide copy of policy

- Every incoming employee
  - At new hire and transfer orientations
- Pregnancy or adoption leaves
  - FMLA Coordinators before they go on leave
  - Return-to-Work Coordinators when they return



# Policy: “Appendix A”

## Return-to-Work Coordinators

- Complete the form
- Files original copy
  - Copies to:
    - Employee
    - Direct supervisor
- Monitoring

**COUNTY OF LOS ANGELES  
LACTATION ACCOMMODATION REQUEST**

Department: \_\_\_\_\_ Division: \_\_\_\_\_  
Employee's Name: \_\_\_\_\_ Employee #: \_\_\_\_\_  
Payroll Title: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Approximate Lactation Break Schedule (insert requested break schedule)

Covered Employees:  Flexible Schedule  Accrued Time  Unpaid

Space  
[ ] Dedicated Mother's Lounge (location): \_\_\_\_\_  
[ ] Office space (location): \_\_\_\_\_  
[ ] Employees' work area if private and secure (location): \_\_\_\_\_  
[ ] Other: \_\_\_\_\_

I have received a copy of and read the Countywide Policy on Lactation Accommodation Program, and I agree to comply with the Program Guidelines. I understand that I will notify my direct supervisor and the Return-to-Work Coordinator as soon as I do not require a lactation accommodation.

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MANAGEMENT REVIEW AND APPROVAL SIGNATURE**

Return-to-Work Coordinator \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name \_\_\_\_\_ Position/Payroll Title \_\_\_\_\_

NOTE: After signatures, give a copy to the Employee and a copy to the direct supervisor. The original is maintained by the Return-to-Work Coordinator.



# Policy: Atmosphere of Tolerance

- County policy:
  - Breastfeeding and lactation are promoted
  - No discrimination of breastfeeding women
  - No harassment of breastfeeding women
- Discrimination or Harassment
  - Interferes with work performance
  - Creates a hostile workplace
  - Is sex discrimination



# Breastfeeding Support Resources

- Health Care Provider
- WIC
- Community Resources



# Implementation Tool Kit

## Tool Kit

- Website
  - Brochure
  - FAQs
  - Lactation Rooms and Coordinators
  - Manual
  - Policy (PPG 705)
  - Poster
  - Resources/Helpful Links
  - Training Presentation

[http://hr.lacounty.gov/wps/portal/dhr/employee\\_benefits](http://hr.lacounty.gov/wps/portal/dhr/employee_benefits)



**Working and Breastfeeding:  
It Can Work!**

For information about the  
County of Los Angeles  
Lactation Accommodation Program,  
visit [http://hr.lacounty.gov/wps/portal/dhr/employee\\_benefits](http://hr.lacounty.gov/wps/portal/dhr/employee_benefits).



    Choose Health LA is made possible by a grant from the Department of Health and Human Services through the County of Los Angeles, Department of Public Health.



# Thank You



Contact:

DHR, Employee Benefits Lactation  
Accommodation Program

[http://hr.lacounty.gov/wps/portal/dhr/employee\\_benefits](http://hr.lacounty.gov/wps/portal/dhr/employee_benefits)



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